OUTLINE FOR AGENCY RECORDS MANAGEMENT OFFICERS MEETING

Tuesday 24 November 1964 at 10 AM 1-E-78

1. Good morning, ladies and gentlemen - Welcome to our third meeting in 1964.

2. I am pleased to see a fine attendance and I want to welcome all of you, and in particular those who are new to these meetings.

3. Before proceeding with the principal topic of today's meeting these are just two announcements:

   a. [   ]- New Shelf Filing Equipment   STAT
   b. The handout you were given is for a dual purpose -
      put your name on it and the number of copies you
      need and give it to [   ] this will tell us   STAT
      who is here and how many copies of the handout
      you need.

4. The last four general records management meetings have featured men from other agencies who are recognized as having developed successful programs. Don Simon from State told us about their new filing system. Jack Sherman from AID told us how he sold his program to top management officials, Joe Pomerenze told us about in the Army Program and Bill Reilly from GSA was here to talk about office Equipment.

5. Today we continue our policy of bringing to you the best professionals in records management. Our guest speaker today is in charge of a records management program which I believe is rather unique - The AEC in carrying out its basic mission deals primarily through contractors its work force at headquarters is relatively small; however, it is concerned with large numbers of people and great volumes of paper in the field. Mr Puglese has been in charge of the AEC records management program since the agency was established and his program is considered to be one of the very best in the Federal Government.

   I have know him for a number of years - he has been most helpful to me and has always given me excellent assistance and advice. I am grateful to him for coming here today and I am sure you will enjoy hearing what he has to say.

   Mr. Thomas Puglese, Chief, Records Management Branch, Office of Comptroller.